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MINUTES
Division Training Officers Meeting
9 July 1954

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Attendance:

1. Assessment Schedule. Assessments always require two full days, even if the subject has already undergone EOD testing or pre-training testing.
2. Pre-testing of GS-4's for Phase I. As Phase I is ordinarily closed to admin. personnel below GS-5, any registration of such personnel must be tentative, conditioned on results of the pre-testing. Request for registration should be made at least two weeks before course begins, and especially called to the attention of the Staff Training Officer, so that the A&E Division of OTM may be alerted. Pre-testing must take place at least ten days before start of course.

3. Language Training. As CIA Notice [] does not apply to contract agents, the Agency can only underwrite their language training out of project funds. [] stated that the Office of Training has promised a report 22 July on when [] will furnish estimates of time required to attain fluency in various languages.

4. Course Titles and Catalog. As the training catalog is being revised, suggestions for improvement are welcome. These may cover, for example, what should be included in the catalog, the form of presentation, and any changes in course titles or content. After the 23 July meeting, a memorandum will be addressed to the Director of Training incorporating all suggestions agreed upon. The Communist Party Operations Course is to be renamed the World Communism Course, and in the near future a basic and an advanced course in this general field will be announced.

CE and OSC. [] distributed reports of current enrollment, and [] called attention to the low figures for OSC and Basic CE in the face of earlier complaints that classes of [] were too small to meet requirements. In the case of OSC, [] announced that several candidates had been registered since the report was compiled, just about filling the August class. In response to questions about CE prerequisites, [] said that the main prerequisite to either of the CE courses is a CE assignment. It is possible for candidates to qualify for Advanced CE without Basic CE.

Requirement for Instructor Training. A question has been raised as to whether the Instructor Training Course meets the needs of the Area

JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 28 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 29 REV DATE 6/17 REVIEWER [] TYPE DOC. 03
NO. PGS 2 CREATION DATE [] ORG COMP [] OPI [] ORG CLASS 5
REV CLASS [] REV COORD [] AUTH: HR 70-3

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Divisions, inasmuch as it is not heavily subscribed and yet OTR is frequently asked to lend its own instructors to training programs in various parts of the world. [] stated that staff discussions will be held with OTR on this problem. Any suggestions or statements of instructor training requirements received in the next two weeks will be utilized.

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7. Enrollments in [] Training. The offer of a one-day "capsule" of each of these courses, made by the several Chief Instructors with a view to stimulating enrollment, was accepted by five training officers, who expressed the desire to begin with CFA on Monday, 2 August. It was urged that Branch Chiefs and senior operations officers, as well as training officers, be permitted to attend. Seven training officers stated that they are well enough acquainted with the facilities [] either through visits or having taken courses there, that they could derive considerable benefit from a one-day capsule conducted here at Headquarters. Further comment from OTR is anticipated by 23 July, if not before. [] distributed a tabulation by [] Chief of OTR/ATD, showing that little use had been made of [] in the last 18 months, and cited Mr. Baird's emphasis on the need for better planning of training aspects of operations by the Clandestine Services.

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8. Training Conducted by Divisions and Staffs. [], quoting from the statement of [] in the minutes of Mr. Baird's 24 June meeting, suggested that Area Divisions use the categories covert training, area training, language training, and professional training in their reports which are due 14 July. The FE report had already been received.

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9. Confirmation of Enrollment by Registrar. [] favored abolition of the confirming statements, but all other Division representatives said they serve a useful purpose. The possibility of discontinuing confirmation to FE, or of otherwise modifying the system in the direction of economy and usefulness, will be studied further.

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10. Miscellaneous. The EME flight demonstration planned by TSS, [] for 19-20 July has already been fully subscribed. Improvement of mail delivery at Phase II is under study by OTR. The showing of the air operations film near the end of July will be for operations officers of the rank of Branch Chief or higher. Training officers should furnish to [] as soon as possible the names and jobs of those whom they wish authorized to attend. In accordance with the 11 June suggestion of [] the Training Committee solicited the assistance of PPC in ascertaining potential requirements for survival training, and PPC agreed to work on the problem. The next VIP tour [] will be on 29 July. Changes and corrections of training officer addresses:

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